



## **City of Rockville Ethics Commission**

### **Minutes**

Black-Eyed Susan Conference Room

Meeting No. 17-04

Wednesday, May 31, 2017 at 6:30 PM

**Commissioners Present:** Jaime Espinosa (Acting Chairman), Kris Dighe (departed at 7:02pm),

Rosanne Hurwitz (arrived at 6:34pm), Kevin Jenkins

**Commissioners Absent:** Eugene Thirolf

**City Staff :** Eliot Schaefer, John Brown

- I. Convene  
Meeting convened.
- II. Approval of Agenda  
Commissioner Dighe moved to change the order of the agenda so that the Staff Update on Financial Disclosure Filings item would be moved ahead of the Discussion on Ethics Training item. The motion was seconded by Commissioner Jenkins, and passed unanimously (3-0).
- III. Approval of Minutes  
March 23, 2017 – Motion to approve minutes from the April 21, 2017 meeting was made by Commissioner Dighe, seconded by Commissioner Jenkins, and passed unanimously (3-0).  
  
(Rosanne Hurwitz arrived at 6:34pm.)
- IV. Staff Update on Financial Disclosure Filings  
City Staff informed the Commission that one individual had yet to file their financial disclosure statement for calendar year 2016. Staff provided the Commission with a draft letter to send to the individual. The Commission discussed assessing a late fine to the individual as well as the draft letter. Commissioner Dighe moved that the Commission (1) assess to the individual that had yet to file their financial disclosure statement a late fee of \$50 for the failure to file the statement by May 15, 2017 plus \$10 per day until the financial disclosure statement is filed, with the maximum possible late fee being \$360, and (2) approve the draft letter provided by City Staff with the condition that if Chairman Thirolf is unavailable or unwilling to sign the letter, that Acting Chairman Espinosa sign the letter on behalf of the Commission. The motion was seconded by Commission Hurwitz and passed unanimously (4-0).

V. Discussion on Ethics Training

City Staff provided the Commission an update on the FY18 budget for the Commission. City Staff explained potential training options based on the available budget. John Brown indicated that he had reviewed several online training courses from various educational/training providers. The Commission requested that City Staff set up access to the ethics training courses at the next meeting so that the Commission can review the courses.

(Kris Dighe left the meeting at 7:02.)

VI. Old/New Business

- City Staff and the Commission welcomed Kevin Jenkins to the Commission.
- The Commission's next meetings are tentatively set for: Wednesday, June 21, 2017 at 6:30pm, Wednesday, July 19, 2017, and Wednesday, August 23, 2017.

VII. Adjournment

Motion to adjourn was made by Commissioner Hurwitz, seconded by Commissioner Jenkins, and passed unanimously (3-0).